

February 28, 2013

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded, limited duration position of BayREN Codes and Standards Project Manager (P3), Job #13-66. **The deadline to apply is 5:00 p.m., March 29, 2013.**

BAYREN CODES & STANDARDS PROJECT MANAGER (P3)

Grant-Funded Position (21 months)

\$5,690 - \$6,917 Per Month

POSITION SUMMARY

Grant-funded, part-time (80%), limited duration position for 21 months (April 1, 2013 to December 31, 2014). If successful, the program may receive continued funding. Under the direction of the BayREN Program Manager, the BayREN Codes and Standards Project Manager will oversee the implementation of the Codes and Standards Sub Program within the San Francisco Bay Area Regional Energy Network (BayREN). Information about the BayREN Program Implementation Plan may be found at www.abag.ca.gov/bayren/. The BayREN is a regional network led by ABAG and composed of public agencies in the nine-county Bay Area. It will design and implement effective energy savings programs, and draws on the expertise, experience, and proven track record of Bay Area local governments to develop and administer successful regional and local climate, resource, and sustainability programs. The BayREN will provide the regional infrastructure needed for efficient delivery of energy efficiency programs throughout the Bay Area.

The successful candidate will have experience with building codes and compliance, working with state or local agencies and/or code official organizations and possess extensive project management experience. The successful candidate will also have the ability to monitor the overall Codes and Standards sub program to ensure completion of sub program tasks, including program reporting; coordinating with local agency officials and BayREN member agencies. The Project Manager will have good written and oral communication skills and be comfortable working with local government personnel.

DUTIES INCLUDE: (The examples are representative and may not cover all duties which may be performed)

- Work with a consultant to develop methodologies, protocols, criteria, tools and surveys to determine county compliance with relevant building codes
- Work with a consultant and the participating counties to benchmark code compliance within BayREN member counties
- Organize webinars and trainings on technical and policy topic

DUTIES (CONTINUED):

- Coordinate with counties on all facets of the subprogram and host regular coordination calls for the program and its components
- Coordinate with statewide organizations such as CALBO, CEC and CPUC
- Assist local governments with development of policy plans
- Assist Energy Programs Manager and BayREN Program Manager as necessary

QUALIFICATIONS:

- Knowledge of California building codes, particularly as they relate to energy issues
- Excellent verbal and written communications skills
- Excellent organizational skills
- Ability to establish and maintain cooperative relationships
- Significant computer experience working in the MS Office suite of programs including Word and Excel
- Demonstrated ability to work independently, meet deliverables and deadlines, and juggle competing priorities
- Flexibility in adapting to changing circumstances and taking on new roles

EDUCATION AND EXPERIENCE

A Bachelor's degree and a minimum of five (5) years of relevant professional experience are required. An advanced degree is desirable. Experience working in complex settings coordinating many entities, prior experience with and understanding of local building codes, and writing and oral presentation skills required. Experience with California local governments and regional agencies and experience with PG&E or similar utility is desired.

COMPENSATION AND BENEFITS

Salary: \$5,690 - \$6,917 per month

Pension: Employee pays CalPERS 6.25% of salary toward 2.5% @ age 67 retirement plan

Social Security: Employee pays 6.2% of salary

Deferred Compensation: STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

Health and Dental Plans: Two HMO and two PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

***Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually. *Part-time employees earn vacation, sick and holiday pay on a pro-rated basis.

APPLICATION AND SELECTION PROCESS

Deadline to apply is 5:00 p.m., March 29, 2013. Please submit a cover letter, resume, and employment application to:

ABAG – H.R. 13-66
P.O. Box 2050
Oakland, CA 94604-2050

Reflecting the diversity of California, ABAG is an equal opportunity employer.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 13-66, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.